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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records and Services Division

DATE: 29 January 1962

RSD

FROM : Chief, Central Processing Branch

SUBJECT: Responsibilities of CPB

## 1. Responsibility

To assist personnel performing official travel.

### Authority

25X1A

 (2) (q) dated 1 April 1961  
dated 1 April 1961

### Procedure

Central Processing Branch is comprised of personnel, finance, and travel technicians charged with responsibility for assisting travelers to the greatest extent possible, compatible with cover and security. This assistance involves salary, allowances, per diem, insurance, reservations, tickets, baggage, household effects, automobiles, passports, cover orders, visas, identity cards, etc.

Central Processing Branch is the central distribution point for Agency travel orders. Upon receipt of a travel order the traveler is advised by telephone of the assistance available and invited to avail himself of the service.

## 2. Responsibility

To insure that employees, prior to their departure for a foreign area, are briefed 

### Authority

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25X1A

 (2) (a) dated 1 April 1961

### Procedure

When an employee reports to Central Processing before departure on PCS or TDY, he is given a check-out card in order to obtain necessary clearance signatures. CPB inserts on the card the travel area category and directs the employee to the official responsible for his briefing. After the employee has been briefed, the responsible official signs the card as a certification that the briefing has been given. An employee will not be cleared for travel without this certification.

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AUTH: HQ 70C  
DATE: 10/02/82 REVIEWER:

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2. Distribution Control Officer

Responsible for maintaining up-to date OP copy requirement of Agency regulatory issuances and for distributing materials immediately upon receipt; also coordinate requirements for personnel type materials published by other Federal Agencies (Department of Defense, Department of State, U. S. Civil Service Commission, etc.) and distribute as appropriate.

3. Office of Personnel Agency Library Representative

Ascertains availability of personnel management materials requested through Agency Library channels and processes Form 1395 for procurement of such publications requested by OP Divisions; maintain cost records within established OP Library allotment.

4. Agency Representative with U. S. Civil Service Commission

Responsible for processing all Agency requests for personnel policy and management publications issued by U. S. Civil Service Commission released on a controlled basis (this type material is not released by GPO). Upon request from CIA Library or direct from Agency personnel the representative contacts appropriate Civil Service Division and arranges to obtain materials such as training literature, sample tests and other items restricted to normal distribution; in some instances signature records are maintained on the distribution to insure that materials are not made available to unauthorized personnel.

D/Pers responsibility for activity specified in  paragraph 2b.

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3. Responsibility

To insure that overseas travelers have clearance from the Medical Staff.

Authority

25X1A

[ ] dated 1 April 1961

Procedure

In the early stages of a travelers processing he is referred to the Immunization Branch, Medical Staff. His processing is not completed until he produces written clearance from the Medical Staff.

4. Responsibility

To insure that employees assigned overseas PCS are briefed on the threat of hostile audio surveillance and possible countermeasures.

Authority

25X1A

[ ] dated 6 October 1960.

Procedure

Central Processing arranges with the Office of Security for appropriate briefings.

5. Responsibility

Payment of claims incident to invitational travel of candidates for staff employment.

Authority

25X1A

[ ] dated 1 April 1961  
OPM 22-1 dated 14 September 1961

Procedure

While the candidate is in town Central Processing computes his travel costs (the return portion on a constructive basis), prepares the travel voucher, and makes cash payment to him.

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STATISTICAL REPORTING BRANCH

1. General Mission

a. Statistical Reporting Branch, acting for the Office of Personnel, makes periodic statistical reports to Heads of Career Services and Operating Officials to assist them in planning, directing and controlling personnel management activities.

b. Reference:

c. Reports and rosters covered by specific regulations are discussed under separate items below. Reports regularly prepared and not specifically covered by regulations fall into two categories:

(1) Manpower Management

(a) Monthly, SRB furnishes a report to the DD/S, IG, the Comptroller and pertinent sections to the DD/I and the DD/P showing on-duty strength, ceiling, location, type of employees and comparative changes in manpower. The DD/P report also breaks down into grade and career service.

(b) Monthly, SRB furnishes the Comptroller with a count by organizational sub-unit and funds of military and civilian personnel on duty. Copies of this report are also furnished D/L for use in building planning.

(c) The Branch prepares yearly a book of comparative charts and tables for the DD/S which is updated monthly as required, showing Agency ceiling, strength by type of employee and by Agency groups, separation and accession rates, promotion rates, grade distribution, time for security clearance, comparison of Agency salary ranges in selected positions with the rest of government and with private industry, distribution of employees by sex, race, veteran's preference and a comparison of the average grades of staffing authorization with grades of personnel over a period of years.

(d) Quarterly, a tabulation of personnel assigned to DD/P by city and country is furnished the DD/P through CPB.

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(e) A report is prepared quarterly for the DD/P showing the utilization of personnel in GS-08 and below positions.

(f) Semi-annually, tables are prepared showing the average age and grade distribution of Agency employees by sex and by career service. Copies are distributed to each DD and to each Head of a Career Service.

(g) SRB prepares each quarter for the Heads of the Career Services and each DD a report on the status of the CSSA's showing on-duty strength by career service and a comparison of planned changes in grades to processed changes. This is furnished the DD/P monthly.

(2) Administrative Support

(a) To assist other offices in maintaining current records, SRB supplies rosters of accessions, separations, security cancellations, name changes etc. to MS, D/S, DTR and CCS.

(b) SRB furnishes monthly and/or quarterly listings of all personnel on duty to Fiscal, Finance, C/Special Intelligence/OCI, OTR, CCS, and C/Physical Security to help them in carrying out their functions.

(c) Offices are furnished quarterly alphabetic listings of their employees by headquarters for ready reference.

2. Manpower Control and Grade Distribution

a. The D/Pers is charged with the responsibility of monitoring the Agency's average grade and of providing staff assistance in the administration of the Agency manpower control system.

b. References:

c. SRB furnishes each Office with a copy of its staffing authorization and personnel assigned to it monthly. The DD/P is given monthly a copy of his area and the DD/I and DD/S a quarterly staffing authorization.

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Quarterly, copies are also furnished to the Comptroller. Quarterly, a tabulation of personnel by organization and by career service showing grade changes and averages is prepared. Pertinent portions are furnished the DD/I and the DD/S and a complete copy is sent to the IG, C/Budget and C/SWD.

3. Promotions

a. The D/Pers is responsible for a continuous evaluation of the Agency's competitive promotion program.

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b. Reference:

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c. To assist in the review of personnel considered for competitive promotion, SRB supplies date of grade rosters to offices and to Heads of Career Services in line with  now rescinded.

4. Personal Rank Assignments

a. The D/Pers is responsible for approving personal rank assignments when required by a promotion request.

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b. References:   
OPM 20-580-6

c. SRB supplies POD with quarterly listings of personnel holding a personal rank assignment showing the grade of the individual and the grade of the position. Because changes in staffing authorization can create a PRA condition or eliminate a PRA, (OPM 20-250-5) SRB has made arrangements to supply POD with a monthly list of personnel who became PRA without approval by the OP or whose PRA was eliminated.

5. Supergrade Personnel

a. As secretary of the Supergrade Review Board, the D/Pers monitors the changes in numbers of personnel holding a supergrade rank.

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b. Reference:

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c. This Branch notifies C/SWD of every change in the status of a supergrade employee and quarterly provides the D/Pers and C/SWD with a current list of supergrade personnel.

#### 6. Separations

a. The D/Pers is charged with the responsibility of reviewing all pertinent information regarding separations and for recommending appropriate action to the DCI.

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b. Reference:

c. To assist in the review of types of personnel, grades and reason for separation, monthly SRB prepares a report of separations by career service showing grade, reasons for separation, re-employability, etc. Copies are sent to the IG, sections to each DD and to the Heads of the DDS Career Services (at the request of the DD/S). Semi annually, a consolidated statistical report showing general groupings of separations and trends is prepared for the IG and copies distributed to each DD. Upon request of a DD individual reports are forwarded to offices.

#### 7. Selection for Career Employee Status

a. The D/Pers coordinates the review of employees to be considered for Career Employee Status.

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b. Reference:

c. Monthly, SRB supplies POD with rosters of personnel eligible for consideration as Career Employees.

#### 8. Fitness Reports

a. The OP is responsible for preparing and disseminating advance notices of Fitness Report due dates.

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b. References: OPM 20-370-8

c. This Branch distributes monthly lists of personnel on whom initial

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and annual fitness reports are due to administrative units responsible for preparing them and to Heads of Career Services and POD who are responsible for monitoring the program.

9. Consultants

a. The D/Pers maintains the central records of consultants under contract to the Agency and assigns consultants to an active, inactive or discontinued roster based on frequency of use.

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b. Reference:

DD/S Memorandum 8 June 1959

c. SRB prepares a fiscal year annual report for the DD/S, IG, D/S and the Comptroller of all active consultants and independent contractors showing the rate of pay, funds, number of days worked and the amount of compensation. SRB maintains a list of inactive and discontinued consultants and independent contractors which is available upon request.

10. Emergency Locator

a. The D/Pers is responsible for developing and implementing procedures for handling employee emergencies.

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b. Reference:

c. SRB furnishes BSD and D/S quarterly with a roster of Agency employees and the name and address of emergency contact.

11. Military Reserve Program

a. The D/Pers monitors the reserve activities and training of Agency civilians affiliated with the reserve programs.

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b. References:

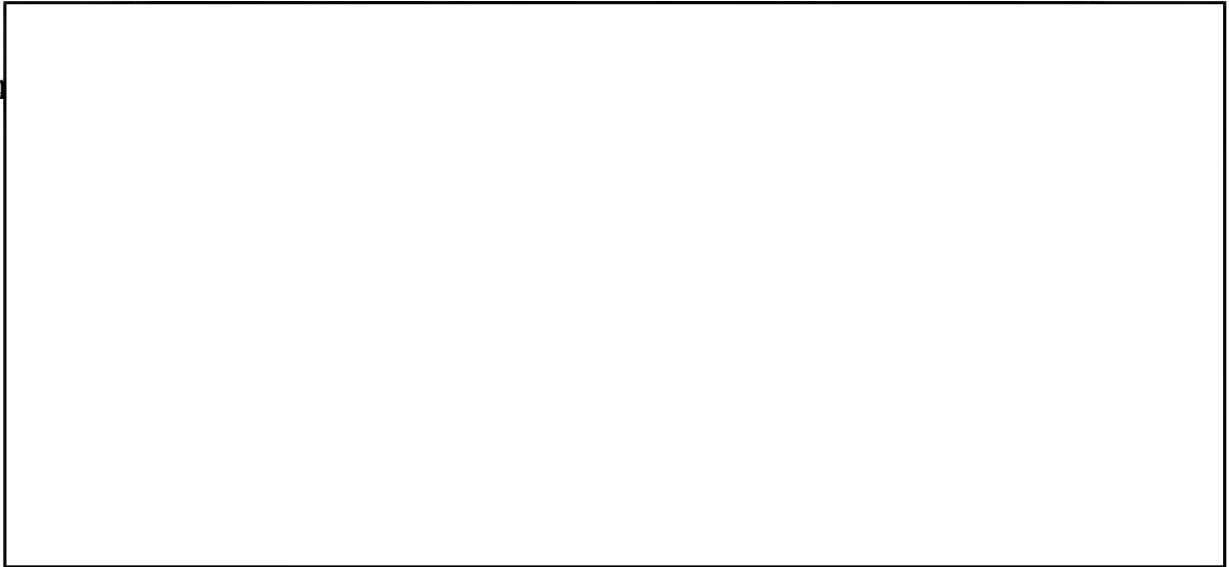
c. To assist in carrying out this responsibility, SRB furnishes a quarterly list of all Agency reservists to MMPD.



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13. Civil Service Retirement

a. The Office of Personnel provides administrative support in connection with the Civil Service Retirement Program and informs an employee five years prior to the date of his separation for retirement.

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b. Reference:

c. SRB furnishes the Executive Secretary of the Retirement Board with lists of personnel eligible for retirement in five years. Lists of personnel eligible for retirement within the next year are also furnished C/TRB to implement the retirement process.

14. Recruitment Costs

a. The D/Pers is charged with the responsibility of developing recruitment costs of new personnel.

b. Reference: OPM 20-510 -3

c. Monthly SRB furnishes POD with a list of EOD's , cancellations and security initiations showing source of recruitment.

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15. Junior Officer Training Program

a. In collaboration with the DTR, the D/Pers determines which professional positions in the Agency can appropriately be filled by JOT's.

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b. Reference:

c. To assist in determining vacancies, SRB supplies the DTR with a comparison monthly of on-duty strength to ceiling by office.

16. Language Development Training

a. The D/Pers with the assistance of the DTR maintains the inventory of language competence.

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b. Reference:

c. This Branch semi-annually provides the DTR with rosters of all employees showing their language competence, both declared and tested. To implement this program, SRB notifies Offices of personnel within their jurisdiction who have not filed a language form and furnishes an up-to-date list of language competence to Heads of Career Services and/or Offices.

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FUNCTIONS AND RESPONSIBILITIES

Special Projects Officer  
Records and Services Division

1. Either by direction or an approved independent basis, take responsibility for the research, planning and development of (1) new office procedures, programs or activities, or (2) revision of current ... activities, etc., to obtain greater efficiency and effectiveness.

To do this:

- a. Perform cost analysis,
- b. Find the best means of communication between work elements,
- c. Search for and record methods for work simplification,
- d. Upon approval, provide for procurement, installation and application of new equipment or materials,
- e. Draft or write directives or instructions, and
- f. Provide materials for executive decision (written recommendations, memoranda, charts, proposed directives, design formats, etc.).

2. Perform systems analysis and preliminary programming to provide for use of ADP Systems in RSD and other O.P. elements, as directed; specifically in respect to the RCA 501 EDP System, Friden Programmatic Flexowriters, and IBM - EAM equipment. Activity requires development and design of procedures, materials and specialized forms required for ADP functions. When required, instruct or brief personnel whose work becomes involved with ADP activities.

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3. Furnish technical support in the fields of printing, reproduction and graphic arts for projects undertaken by RSD, OD/Pers., and other O.P. elements. In the same fields, conduct liaison with Agency printing facilities and other technical groups either internal or external.

4. Maintain continuing observation, reference and study of new products, materials and equipment which may have application to personnel management in terms of improving work efficiency, economy and format or which apply to current RSD or O.P. project needs (creating new item specifications, when required). In conjunction with this work, develop lead/source data for commercial contacts or Government service units best suited to meet new item needs in a minimum time at the least cost (in cooperation with the Office of Logistics units when possible). Act as liaison officer to establish contact with external organizations to obtain information, guidance, or actual working cooperation needed to carry out special projects.

5. With the guidance and approval of the Chief, RSD, and the ExO/OP, serve as the O.P. projects officer for the Personnel Emergency and Locator System by monitoring the program, obtaining or providing decisions within the framework of Handbook [ ] and in accordance with the Director of Personnel's responsibilities noted in paragraphs "a" and "b(1)" of

[ ] Assist SRB/RSD in the distribution control of tabulated registers and special reports produced from the data in the Personnel Emergency and Locator System. Seek out and recommend ways to improve the subject program.

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RESPONSIBILITY

Responsible for the composition and preparation of correspondence to applicants and for the preparation of other official correspondence dealing with personnel matters.

REGULATORY ISSUANCES

OPM 20-410-11, dated 6-24-54, "Covert Recruitment Candidates"

OPM 20-410-13, dated 9-16-54, [ ] Recruitment of Personnel  
for Office of Communications"

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OPM 20-410-25, dated 7-17-58, "Use of Form 444a, Personal Resume"

MECHANISM

In the handling of very routine correspondence to applicants, the Correspondence Section receives brief instructions from POD on each applicant file with respect to what information is to be given. In consonance with these instructions and the contents of the file,

[ ] prepares the letter, signs for the Director of Personnel (using "E. D. Echols"), and dispatches the letter.

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When special correspondence is required (because of Congressional interest, high-level Agency interest, unusual questions to be answered, covert recruitment, or other unusual requirement), the [ ]

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[ ] is supposed to receive detailed instructions with regard to

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the desired letter. The Section types the letter in final form. The signing and release of such letters may be done either by the Section or the requestor, depending on the special instructions.

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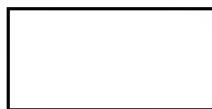
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RESPONSIBILITY

Responsible for the establishment, maintenance and charge control of official personnel folders for Staff Employees and applicants.

REGULATORY ISSUANCES

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ted 9-15-61, "Records and Reports"

dated 9-18-57, "Control and Loan of Official

Personnel Folders"

OPM 20-801-20, dated 8-13-58, "Control of Applicant Files"

OPM 20-803-7, dated 6-15-55, "Contents and Maintenance of Official

Personnel Folders and Applicant Folders"

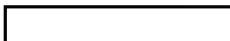

OPM 20-803-8, dated 10-11-55, "Destructions of Applicant Folders"

OPM 20-803-9, dated 7-10-56, "Control of the Charge-Out and Loan  
of Official Personnel Folders"

OPM 20-520-10, dated 7-26-56, "Procedure for Requesting Official  
Personnel Folders and Leave Records from Federal Agencies"



MECHANISM

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That portion of the  which deals with applicant records is commonly referred to as the 

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When  receives initial information relative to a prospective employee (in the form of direct correspondence from the applicant, submission of personal resume, completed PHS given to the applicant by a recruiter, etc.), the Section establishes an applicant file folder and a charge-control card.  routes the folder to POD for action, recording such

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25X1A routing on the charge card. As applicant folders are returned to , the charge-out is deleted, and the folder retained in file for future action.

25X1A With respect to employee file folders, the  initially receives the appointment action together with the applicant folder. All material contained in the applicant folder, plus the documents executed by the employee at the time of entering on duty, and the appointment action are assembled by the  in predetermined order and incorporated in a new folder, which becomes the Official Personnel Folder (OPF). All future documents received by the  25X1A  for inclusion in personnel folders are filed in specific locations within the folders.

25X1A The charge control of OPF's is maintained through the use of Form 198, Certified Request for Loan. When an authorized individual desires to borrow an OPF, he submits a completed and signed Form 198 to the  This form is retained by the  25X1A in the particular spot normally occupied by the OPF, until such time as the OPF is returned by the requestor. In the event the initial requestor desires to forward the OPF to another authorized individual, the original official can execute Form 198a, Certified Report of Transfer, and forward to the  for retention. 25X1A

25X1A As an integral part of the initial establishment of an OPF, the  initiates action to obtain all personnel records relative to civilian employment in other Federal agencies, and generates the request to the former employing activity for the transfer of Annual/Sick leave (if such leave is in fact transferrable).



Transactions & Records Branch

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RESPONSIBILITY

Responsible for (1) the maintenance of official records of approved Tables of Organization, (2) the establishment and maintenance of an official Service Record Card for each employee, (3) the control of due dates for step increases, (4) the computation or verification of Service Computation Dates, and (5) providing appropriate information to outside inquirers concerning the employment status of Agency personnel.

REGULATORY ISSUANCES

OPM 20-801-19, dated 8-21-56, "Routing and Control of Official Personnel Actions"

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[ ] dated 2-2-59, "Periodic and Longevity Step-Increases"

OPM 20-605-9, dated 12-27-56, "Wage Administration Step-Increases"

OPM 20-645-2, dated 3-6-52, "Determination of Former Federal Service for Leave Purposes"

OPM 20-800-11, dated 1-28-60, "Verification of Agency Employment"

OPM 20-800-3, dated 10-27-53, "Requests for Credit and Background Information Concerning Agency Personnel"

MECHANISM

Records of approved positions and tables of organization are maintained by the Section in the form of Position Identification Strips filed in Kardex cabinets in T/O sequence. Approved changes to a T/O are received from Salary and Wage Division by means of Form 261 (Staffing Component Change Authorization), and the changes

reflected in the Kardex records through the preparation of new Position Identification Strips and/or the relocation of existing Position Identification Strips.

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Records of the incumbency of these approved positions are maintained by [ ] by means of an SF-7, (Service Record Card) for each Agency employee. Each Service Record card is filed in T/O sequence, next to the position incumbered by the employee. Changes in position incumbency are received by the Section through the use of Form 1150 (Notification of Personnel Action). On each Service Record Card is reflected, in chronological sequence, every personnel transaction which has been effected during the employee's tenure with the Agency.

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With reference to step increase due dates, for each new appointee the [ ] establishes and records on the Service Record Card the projected date on which the employee will be eligible to receive a step increase. In the case of periodic step increases, the due date is determined by a projection of either 52 weeks or 78 weeks (depending on grade level) from the date of the employee's last "equivalent" increase in compensation. In the case of longevity

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step increases, the [ ] determines the projected due date through an analysis of the employee's entire Federal civilian employment history, relating information pertaining to length of service at a given grade level and length of service at the top step of the current grade level. When an Agency employee receives a change in compensation (reflected by a personnel transaction), the [ ]

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[ ] revises the projected due date for a step increase.

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At the time a step increase becomes due, the Section either prepares manually or audits a mechanically prepared Form 560 (Pay Change Notification) and distributes to proper Agency components.

In those cases wherein an Agency employee has had prior civilian employment with the Government, the official personnel records of such service are obtained and routed to [ ] This Section computes the total creditable service reflected by the records, establishes a Service Computation Date, and advises Payroll and other interested components through distribution of Form 171 (Notice of Creditable Service).

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Telephone calls are frequently received from inquirers outside of the Agency relative to the employment status of an Agency employee.

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The [ ] responds to these inquiries on the basis of written or oral instructions previously received from Central Cover Group/DDP or Office of Security with respect to the specific employee. In those instances wherein Agency affiliation can

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be acknowledged, [ ] verifies employment, salary, and length of service. For those individuals who are under a cover or

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security arrangement, [ ] denies Agency affiliation to the inquirer.

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Transactions & Records Branch

[REDACTED]

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RESPONSIBILITY

Responsible for the preparation and distribution of official personnel actions and production of raw data for statistical compilation.

REGULATORY ISSUANCES

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[REDACTED] dated 9-15-61, "Records and Reports"

OPM 20-801-16, dated 7-21-55, "Establishing Effective Dates  
of Personnel Actions"

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[REDACTED] dated 9-7-60, "Personnel Actions"

MECHANISM

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Upon receipt of approved Requests for Personnel Action (Form 1152),  
[REDACTED] encodes the items of data required for future statistical purposes and types the official Notification of Personnel Action (Form 1150). The typing machine is a Flexowriter, which simultaneously generates a punched paper tape as the Form 1150 is being prepared. The punched tape is routed to the Automatic Data Processing Division and the completed Forms 1150 are distributed to appropriate Agency components.

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RECORDS AND SERVICES DIVISION

1. Area Records Officer

Area Records Officer is responsible for administration of Office of Personnel Records Management Program consisting of:

a. Records Retirement Program (Records Control Schedule 40-60)

Coordinate Division Chief requirements and assist designated representative in maintaining current files; effective utilization of filing equipment; and application of approved Records Schedule in the retirement, preservation and destruction of records.

b. Vital Materials Program

Assist Division Chiefs in developing and maintaining an up-to-date Vital Materials Register to insure adequate personnel support records in an emergency situation; and assist in depositing and maintaining current material at the VM Repository.

c. Forms Management Program

Assist Division Chiefs in developing, revising and designing forms used in Agency personnel administration; determine requirement levels to meet Agency needs and maintain sufficient supply of non-stock forms for OP use. Process request for printed materials through Printing Services Division and assist in copy preparation as necessary; maintain cost records within the OP approved printing allotment.

d. Maintain complete set of control records to document day-to-day activity and historical background of Office of Personnel Records Management activity.

D/Pers responsibility for activity specified in  paragraph d. 25X1A

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